

**PENDER COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING**

**Minutes
July 18, 2013**

The Pender County Board of Health held a regular meeting on Thursday, July 18, 2013 at 5:00 p.m. in the Pender County Health Department Board Room.

Board Members Attending:

- Pammela Baker
- George Brown
- Kimberly Collins, Vice Chair
- Jan Dawson
- Nicole Buchanan
- Darlene Lewis
- Jack Swann
- Jewell Horton

Board Members Absent:

- Dr. Michael Cherubini
- Jimmy Holland, Chairman

Health Department Staff Attending:

- Marti Smith, Administrative Assistant
- Doug McVey, Environmental Health Supervisor
- Kurt Evers, Environmental Health Specialist
- Carolyn Moser, Pender County Health Director
- Shirley Steele, Director of Nursing

Minutes taken by: Marti Smith, Administrative Assistant

Meeting called to order by: Kimberly Collins at 5:05 p.m.

Public comment: None

Kimberly Collins welcomed everyone and asked Carolyn Moser to introduce the new employees present. Mrs. Moser introduced Kurt Evers, as the new Environmental Health Specialist, rounding out the Environmental Health Program Staff. Mr. Evers gave a brief history of his background. Doug McVey, Environmental Health Supervisor informed the board that Mr. Evers has a significant amount of environmental health experience, however, he would have to attend state training. Mr. McVey related that Mr. Evers should be on his own in about a month. The board welcomed Mr. Evers.

Mrs. Moser then read an email from New Hanover County Environmental Health Department, in which was asked if they could send an intern over to us to train. Mrs. Moser acknowledged just how far the Environmental Health Program had come. Mrs. Moser continued with an email from

a Regional Environmental Health employee stating he was “cornered” by a builder in Pender County who bragged about Mr. McVey and Vencent Dodge and how well the Environmental Health Program had evolved. The board acknowledged the compliments. Mr. McVey attributed the turn around to his department as a whole and by getting people in the positions that they enjoy.

Mrs. Moser introduced Marti Smith as her new Administrative Assistant. Mrs. Smith gave a brief explanation of her background. The board welcomed Mrs. Smith. Mrs. Moser asked the board members to introduce themselves and their roles on the Board to Nicole Buchanan, the new Pharmacist Board Member. Mrs. Moser asked Nicole Buchanan to introduce herself. Mrs. Buchanan attended undergrad and Pharmacy school at Campbell University. She is currently employed with Realo Pharmacy in Surf City, NC.

Mrs. Moser acknowledged the dentist representative Dr. Cherubini had not attended board meetings for a year and a half. She said there was a place in the statute regarding failure to attend meetings regularly. She had spoken with Jimmy Holland, Chair, and decided to hold off until after the Board of Health became an “Advisory” Board. Mrs. Moser then acknowledged that Jack Swann had a recommendation for a new Dental Representative. George Brown advised the board that the state still mandates the same positions on the advisory board and the only change would be the board would make recommendations on action items, with final approval by the commissioners. Jack Swann asked who was responsible for Carolyn Moser’s evaluation. Mrs. Moser replied that Mickey Duvall, County Manager is now the one responsible for her evaluation. George Brown agreed adding, that Mr. Duvall had to have consent of the board to do anything with Mrs. Moser. George Brown emphasized that any decision that the Board of Commissioners would make in regard to the Health Department would be with the advice of the Advisory Board. Mr. Brown felt the Advisory Board should do Mrs. Moser’s evaluation and give it to Mr. Duvall, for him to review. Mr. Brown communicated that Mr. Duvall’s responsibility is to seek the advice of the Advisory Board on issues such as evaluation. Mrs. Collins recommended that those procedures be “spelled out” ahead of time.

Discussion was made by several board members about the public hearing that had taken place, confirming the Human Services Consolidation on June 17, 2013. Mr. Brown suggested the next advisory meeting include, Mr. Duvall, County Manager with a presentation of the roles of the Advisory Board and the roles of the County Manager. When asked by Mr. Swann if there was still a Social Service Board, Mr. Brown communicated that their board is an Advisory Board also.

Discussion was then made in regards to Dr. Cherubini’s excessive absences. It was recommended by Mr. Brown that Jimmy Holland call Dr. Cherubini for a final time to discuss his attendance and interest in serving. He also suggested sending a follow-up letter. Questions were raised about the replacement candidate, Tom Lafferty and his credentials. Discussion proceeded with whether or not a dental license had to be retained to be the Dental Representative. Referring to the general statute, it was determined the representative needed to be licensed to practice in North Carolina.

Action Items:

➤ **Approval of the Agenda**

Mrs. Collins presented the agenda for approval. A motion was made to approve the agenda by Jan Dawson and Jack Swann seconded the motion. The motion passed unanimously.

➤ **Approval of the Minutes**

The minutes from *May 2, 2013* board meeting were presented for approval. Jewell Horton made a motion to approve the minutes and Darlene Lewis seconded the approval. The vote was unanimous.

➤ **Approval of Fees**

Doug McVey discussed the addition of the revision fee into the construction authorization fee for Environmental Health. Mr. McVey clarified that construction authorizations are not transferrable and that an improvement permit is transferrable. Jack Swann made a motion to approve the fees as presented, Jan Dawson seconded. The vote unanimously passed.

Discussed Items:

➤ **Human Services Consolidation**

Mr. Brown discussed the June 17th, 2013, consolidation of the Health Department and the Department of Social Services into the Health and Human Services Department. County Manager Mickey Duvall is serving as the department Director at this time. Mr. Brown announced Mrs. Moser would remain the Health Director and Dr. Shiver would remain the DSS Director. The boards for both entities would become advisory boards. Mrs. Moser added Health Department employees are now county employees and are no longer covered by the State Personnel Act.

➤ **FY 12/13 Budget Results**

Mrs. Moser discussed the fiscal year 12/13 budget, advising the board that June billing had not been collected which was not reflected in the final numbers. She also advised the board that the Health Department received another Medicaid maximization of \$258,000 for fiscal year 13/14. Discussion was then presented on the new NC Tracks Medicaid billing program. Mrs. Moser explained the upcoming automated process to apply for Medicaid online and the health department was incorporating kiosks in the lobby to accommodate this new change. Mrs. Moser also noted the mobile dental numbers did not reflect June billing as well, but was also in the black.

➤ **Personnel Update**

Mrs. Moser explained that since the last board meeting, the health department has lost three nurses to New Hanover County due to salary differences. She also noted a summer intern was in the process of compiling death certificate data to be plotted with GIS to identify “at risk” communities. A strategic plan would be established to address the findings.

➤ **School Health Nurse Funding**

Mrs. Collins expressed concerns with School Nurse Funding and the possibility of budget cuts. Mr. Brown explained funding would continue as long as there were three nurses within the Pender County School System. Mrs. Collins continued to be concerned about a school nurse shortage and wanted the board to be aware of her concerns. Discussion then